

START-WORK CHECKS - TEMPLATE

Person performing work role

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| Life Saving Rules are the controls designed to prevent fatalities when performing work | Clipboard Partially Checked with solid fillStart-Work Checks are verification tools designed to help workers confirm immediately before starting work that the Rules can be followed  |
| The Life Saving Rules and Start Work Checks (SWC) have been designed specifically to prevent fatalities or serious injuries. The organization has a responsibility to provide the tools and environment for safe execution of work. The Person Performing Work has an essential responsibility to confirm Life-Saving Rules can be followed prior to starting work. If the control/safeguard is not able to be verified the worker should stop and seek out help before starting work. |
| **What are the responsibilities of the Person Performing Work?** |
| * Confirms that the identified controls/safeguards are in place and functioning prior to starting the task. This requires:
* Having the SWC form available during confirmation
* Physical confirmation that each control/safeguard is in place
* Marking (e.g., by initialling) the form to indicate each control/safeguard on the Start-Work Check has been confirmed. This may differ based on the implementing company’s strategy and exact tools being used
* Stops when a check cannot be confirmed and knows who to contact for help if a control/safeguard cannot be confirmed
* Informs the crew supervisor when SWC requirements are complete
* Waits to start work until all controls/safeguards are verified by the assigned Verifier
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| **What are the requirements of the Person Performing Work?** |
| * Trained in your company’s requirements.
* Knows the requirements of the Life-Saving Rules.
* Knows how to use the Start-Work Checks.
* Knows who to contact when a check cannot be confirmed.
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| **When should Start-Work Checks be used?**  |

When work involves any of the following activities, whether a work permit is required or not, immediately before starting the task:

1. Confined Space
2. Driving
3. Energy Isolation
4. Hot Work
5. Safe Mechanical Lifting
6. Work at Height
7. De-isolation and re-energizing
8. Excavation
9. Man-riding
10. Work around mobile equipment
11. Energized/live electrical systems
12. Work near water
13. Rig floor tubular handling

Verifier role

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| A picture containing diagram  Description automatically generatedLife Saving Rules are the controls designed to prevent fatalities when performing work | Clipboard Partially Checked with solid fillStart-Work Checks are verification tools designed to help workers confirm immediately before starting work that the Rules can be followed  |
| The Life Saving Rules and Start Work Checks (SWC) have been designed specifically to prevent fatalities or serious injuries. The organization has a responsibility to provide the tools and environment for safe execution of work. The Start-Work Verifier plays an essential role in verifying all Life Saving Rules, controls/safeguards are in place and functioning with the use of Start-Work Checks. They add an additional layer of defense for the work being performed |
| **What are the responsibilities of the Start Work Verifier?** |
| * Visually verifies that the identified controls/safeguards have been put in place by the people performing work prior to the start of work.
* Has Start-Work Checks in hand during verification
* Physically verifies each safeguard is in place
* Marks each safeguard on the Start-Work Checks
* Seeks help when Start-Work Checks cannot be completed.
* Records name, role with signature and date on the Start-Work Check, as required by
* implementing organization
* Re-verifies Start-Work Checks when:
* Work scope or conditions change
* Work extends beyond a single shift or when crews change
* Work site is left unattended, e.g., after breaks, lunch, or emergencies
* Requested by the Supervisor
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| **What are the requirements of the Start Work Verifier?** |
| * Understands the work activity, hazards, and controls/safeguards associated with the task and work environment
* Understands the equipment and tools used to conduct the work
* Knows how to use the Start Work Checks
* Knows and can demonstrate what to do or whom to ask when a check cannot be verified
* Worker who is not directly exposed to the hazard, e.g., a worker at height or into confined space.
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